

COMSCINST 12410.27D	COG CODE N13	DATE 1 FEB 1996
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DEPARTMENT OF THE NAVY
 COMMANDER MILITARY SEALIFT COMMAND
 WASHINGTON NAVY YARD BLDG 210
 901 M STREET SE
 WASHINGTON DC 20398-5540

COMSCINST 12410.27D
 N1
 1 February 1996

COMSC INSTRUCTION 12410.27D

Subj: PERSONNEL EXCHANGE PROGRAM WITH THE ROYAL FLEET
 AUXILIARY (RFA)

Ref: (a) JTR, Vol. II, Appendix D

1. Purpose. To implement the COMSC/RFA personnel exchange program and provide guidance for program administration.

2. Cancellation. COMSCINST 12410.27C.

3. Background

a. The RFA, an organization within the British Ministry of Defence (*MOD*), operates a civilian manned fleet. Its primary mission is to supply warships of the Royal Navy (*RN*) at sea with fuel, food, stores and ammunition. It also provides aviation support for the Royal Navy, together with amphibious support and secure transport for the British Army and their equipment. The RFA missions are directly related to MSC's primary missions.

b. The personnel exchange program allows a meaningful interchange of ideas and knowledge between the two staffs. The program has been designed to be an interactive experience in which the participating personnel have the opportunity to develop increased knowledge and understanding of a different style of management, its respective strengths and limitations and its relevance to organizational situations. The program also provides exchange personnel a unique opportunity to build on their own experience and knowledge. In addition, participating MSC personnel will establish MSC/RFA lines of communication which may be used upon reassignment to MSC Headquarters or Area Commands.

4. Scope. This program applies to civilian mariners (*CIVMARS*) and civilian staff members of COMSC and its subordinate commands.

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5. Program Elements

a. MSC personnel will be assigned to the RFA Headquarters. RFA may then assign the MSC Exchange Officer (*MSC EO*) to the RFA Type Commander's Headquarters in Portsmouth, UK or to the RFA Fleet Support Office, ADS/RFA under the Chief of Fleet Support in Bath, UK. The selection of the assignment will be determined by the RFA Type Commander. RFA members will be assigned to COMSC in Washington, DC.

b. For MSC personnel, the assignment will consist of:

(1) An assignment of 2 years.

(2) An accompanied tour is authorized. Non-concurrent travel is authorized to accommodate personal needs. During the first few months of orientation, the participant will be traveling and may not be able to locate permanent quarters.

(3) The estimated official date of commencement of the assignment will be on 1 Aug every other year starting 1 Aug 1996. However, the selectee will report to the United Kingdom approximately 15 July in order to provide a turnover period between the incoming and outgoing exchange officers and to facilitate transition to a new situation.

(4) A secret clearance is required.

(5) A U.S. official (*red*) passport will be required for the individual and family prior to movement and for official travel. ***Note: A minimum of 30 days is normally required for issuance of the official (red) passport.*** Spouses may travel on a regular passport for touring purposes but must apply for the official passport at the same time as the selectee. Reference (a) defines dependent as a member of the employee's household at the time they report for duty at their new permanent duty station.

(6) Eligibility requirement. Personnel desiring to participate in the program must:

(a) Have at least 5 years continuous service with MSC. This is to ensure that the individual is familiar with MSC operations, regulations and requirements.

(b) Be a CIVMAR licensed engineer (*Chief Engineer or First Assistant Engineer*). Civilian staff personnel from other disciplines with grade levels GS-13 through 15 or licensed senior deck officers (*Master or Chief Mate*) may apply but will be considered on a case-by-case basis.

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(7) The MSC EO will be administratively assigned to Commander, Military Sealift Command Europe (*COMSCEUR*) with assistance on personnel matters provided by Director, Human Resources Office, U.S. Naval Activities United Kingdom (*COMNAVACTUK*).

(a) CIVMARs will remain assigned to their Administrative Command (*ADMINCOM*) for pay purposes and assigned to *COMSCEUR* for payment of overseas allowances only. The mariner will be paid the salary of his permanent rating.

(b) For General Schedule (*GS*) and (*GM*) employees, the assignment will be considered Permanent Change of Station (*PCS*) and requirements under the JTR will apply. End strength will be adjusted to account for the assignment.

(8) Benefits/Entitlements. The MSC EO will receive entitlements to Overseas Living Quarters and Post Allowances as authorized by the Comptroller of the Navy for the area to which assigned.

(a) Temporary Quarters Subsistence Expense (*TQSE*) if necessary for 10 days pending travel to UK.

(b) Miscellaneous Expense Allowance (*MEA*) in accordance with JTR (*for 1995 it is \$350.00 for a single individual and \$700.00 for a family*).

(c) Temporary Quarters Subsistence Allowance (*TQSA*) (*arrival in UK*) for up to 90 days while seeking permanent residence.

(d) *TQSA (Return back to USA)* for up to 30 days when returning to CONUS.

(e) Foreign Transfer Allowance (*FTA*) - 60 days in CONUS upon returning from overseas.

(f) *TQSE, FTA and MEA* are authorized on the *PCS* orders and paid by the *ADMINCOM*.

(g) *TQSA* is a salary expense paid by the *ADMINCOM*.

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(9) Clothing

(a) CIVMAR personnel assigned at the RFA Type Commander's headquarters in Portsmouth, UK will be required to wear MSC uniforms (*service dress blue both winter and summer, with tropical whites as an option*) since the office is on the Naval Base, Portsmouth. GS/GM employees will be required to wear appropriate business attire.

(b) For those assigned to RFA Fleet Support Office, ADS/RFA under the Chief of Fleet Support in Bath, appropriate business attire is necessary.

(c) Civilian mariners and members of the Naval Reserve are required to bring their Mess dress uniforms. MSC uniforms will be worn, as appropriate, while visiting RFA vessels and HM naval bases. For official RFA, HM Navy and/or other functions whenever mess dress uniforms are specified as the uniform of the day by the organization hosting the function, mess dress uniform will be worn.

(d) While at sea, onboard RFA or Royal Navy ships, MSC coveralls are not authorized as they are generally not fire retardant or 100% cotton as required by British Safety regulations. Authorized fire retardant long sleeve coveralls may be available through the RFA. Safety shoes, hard hats and safety glasses are required. Appropriate uniforms, as specified by the ship's Captain, are worn for the meals and other officer mess functions.

(10) The MSC employee selected for this program who is unfamiliar with Underway Replenishment (*UNREP*) will be sent TDY for a minimum of one week to an UNREP ship in the Norfolk, VA or San Diego, CA area to observe UNREP operations and procedures. Latest editions of NWP-14 and NWP-42 will be made available by COMSCEUR to the MSC EO as resource material.

(11) Personnel will receive orientation briefings coordinated by COMSC's Personnel, Manpower and Management Officer (*NI*), at MSC Headquarters (*1-2 days*) and also have the opportunity to meet former MSC EOs, the current RFA EO and Commander and Deputy Commander of MSC.

(12) Personnel who are in the Naval Reserve may continue their affiliation by joining the Naval Reserve Unit at Commander in Chief, U.S. Naval Forces, Europe (*CINCUSNAVEUR*).

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(13) Upon completion of the RFA assignment, the MSC EO will be:

(a) Assigned to MSC Headquarters for a maximum of 90 days for debrief and update on MSC procedures or to the position designated within the return rights agreement signed prior to departure from CONUS. If the MSC EO is a CIVMAR, the individual, after the debrief and update assignment at MSC HQ, will be returned to his Area Command for an afloat assignment.

(b) Assigned as MSC/RFA liaison resource and participate, if necessary, in MSC and RFA projects, discussions and meetings. As a liaison resource, the individual will be expected to maintain currency in all MSC/RFA matters and ensure that his lines of communication with the RFA also are maintained.

6. Nomination Procedures

a. Individual nomination requests are to be submitted to COMSC via the respective Master, Directorate Head and Area Commander, as appropriate. Nominations must include the following:

- (1) work experience
- (2) education
- (3) awards
- (4) personal achievements
- (5) membership in professional organizations

b. Nominations must be accompanied by an endorsement from the Area Commander or MSC Headquarters Program Manager, which addresses the following:

(1) Individual's ability to meet and deal with all levels of management. The individual selected must be capable of representing MSC with diplomacy and be highly motivated for such duty. The endorsement must also address the individual's:

- (2) management potential.
- (3) conformance with MSC medical standards (*CIVMARS only*).

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(4) technical expertise.

(5) ability to communicate orally and in writing.

(6) recommendation of approval or disapproval.

(7) ranking priority (*if more than one individual applies for the program*).

c. In certain instances, individuals may be selected by Area Commanders or COMSC for this assignment and requested to participate in the program. If the individual declines to participate, it will have no bearing on future assignments or promotions.

d. Nomination packages for all interested applicants will be forwarded to COMSC (NI).

7. RFA Personnel

a. Assignment of the RFA Exchange Officer (*RFA EO*) will be to a position at MSC Headquarters. An individual training plan will be developed by the host code, assisted by the COMSC (NI), utilizing the participant's knowledge, experience or any special request from RFA. The plan will include orientation at COMSCPAC, COMSCLANT, MSC field offices, ship visits, as appropriate, and a work project assignment.

b. If the RFA EO is an engineer the program may include:

(1) Assignment to a shipyard with an MSC staff member to follow a major conversion or construction project.

(2) Assignment to a design project.

(3) Assignment to a type desk exercising administrative functions.

c. All travel orders and coordination with other activities will be accomplished by the host code.

d. The current RFA EO, in coordination with the British Defence Staff in Washington, DC, will assist in obtaining the incoming RFA EO's security clearance.

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8. Action

a. On or about 1 October 1997 and every 2 years thereafter, COMSC (N1) and Area Commanders will publish basic information regarding this program to staff members and mariners (*ashore and afloat*). Potential candidates should be encouraged to participate.

b. All nominations, with endorsements and prioritized, will be forwarded to COMSC (N1) to arrive by 1 January. Negative responses are required.

c. On or about 15 January, nominations will be reviewed and ranked by a selection panel chaired by COMSC (N1), with Program Managers from Special Missions and Naval Fleet Auxiliary Force (NFAF) and the Engineering Officer as members and the COMSC Training Director (N14) serving as recorder. The panel will rate candidates and rank the top three candidates for COMSC. COMSC will make a final selection by 1 February. An interview may be requested at MSC Headquarters prior to final selection.

d. Upon selection by COMSC on or about 1 February, N1 will notify all applicants via the individual's chain of command of the decision.

e. Point of Contact (POC) for this program is COMSC (N1). Area Commanders will appoint a POC in order to facilitate coordination.

f. Area Commanders will send copies of all PCS and travel documents to N1 to ensure appropriate funding oversight.

g. The MSC EO will maintain a daily log and forward quarterly reports on his activities with RFA to COMSC with a copy to N1.

Distribution:

COMSCINST 5000.19

List I (*Case A, B*)

SNDL 41B (*MSC Area Commanders*)

41F (*MSCCENTACT*)

FC3 (*COMNAVACTUK only*)